

# Orange East Supervisory Union

## Code F24 Prevention of Conflict of Interest in Procurement (Recommended)

**Date Warned:** 12-03-19

**Date Adopted:** 01-07-2020

**Date Revised:**

**Date Reviewed:**

### **Policy**

It is the policy of the Orange East Supervisory Union Board that all purchasing and contracting comply with federal, state and local laws. No employee, officer, or agent of the Orange East Supervisory Union may participate in the selection, award, or administration of a purchase or contract if that person has a real or apparent conflict of interest. Any employee, officer or agent with a real, perceived or apparent conflict of interest shall notify the superintendent of the conflict and not participate in the selection, award or administration of the purchase or contract at issue. The superintendent or his or her designee will develop written procedures to implement this policy.

A conflict of Interest arises if an employee, officer, agent, immediate family member, partner, or an organization which employs or is about to employ any of the parties indicated herein, has a direct or indirect financial or other interest in, or a tangible personal benefit from a vendor considered for a purchase or contract.

An employee will not solicit or accept any favor, gratuity, or anything of monetary value from such vendors which exceeds a \$25.00 value.

In the event of a violation of this policy, the district or supervisory union may take disciplinary action against the employee, officer or agent according to procedures in the (district/supervisory union) personnel manual and/or collective bargaining agreement.

# Appendix A

## Orange East Supervisory Union Procurement Process

*This method is allowed for purchases that fall under the State of Vermont small purchase threshold of \$250,000, or your local small purchase threshold, whichever is lower. Prices can be verbal quotes from the vendor, posted prices found in promotional materials, catalogs, or stores, or written estimates provided by the vendor.*

**Item/Product:**

\_\_\_\_\_

**Specifications for Product (for example: quantity, pack size, product quality or grade, color, ripeness):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Additional Vendor Requirements (for example: delivery times, customer service requirements, food safety plan requirements, insurance, farm or state identification, farm field trips, etc.):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**List bids from 3 vendors:**

**Vendor 1:**

Vendor Name: \_\_\_\_\_ Date Contacted: \_\_\_\_\_

Quoted Price: \$ \_\_\_\_\_ Met all additional requirements? YES NO

**Vendor 2:**

Vendor Name: \_\_\_\_\_ Date Contacted: \_\_\_\_\_

Quoted Price: \$ \_\_\_\_\_ Met all additional requirements? YES NO

**Vendor 3:**

Vendor Name: \_\_\_\_\_ Date Contacted: \_\_\_\_\_

Quoted Price: \$ \_\_\_\_\_ Met all additional requirements? YES NO

**CHOSEN VENDOR NAME:** \_\_\_\_\_

\_\_\_\_\_  
Food Service Manager Signature

\_\_\_\_\_  
Date